



**MASSACHUSETTS  
BAY  
TRANSPORTATION  
AUTHORITY**

# **Contract Specifications Guidelines**

**For FTA Funded Contracts**

**If you need additional guidance, please contact Contract  
Administration,  
[CNProcurement@mbta.com](mailto:CNProcurement@mbta.com)**

## **GENERAL NOTES**

### **FOR**

#### **CONTRACT SPECIFICATIONS GUIDELINES FOR FTA FUNDED CONTRACTS**

- 1. The Authority-provided electronic files should be supplemented by the Designer as necessary and approved by the Engineer to encompass all Contract Requirements.**
- 2. The Designer should furnish to the Authority an electronic file (PDF), with redlines, for review to [cnprocurement@mbta.com](mailto:cnprocurement@mbta.com).**
- 3. The Bid Form/Supplementary Conditions, Updated/New Division 1 Sections, and guidance information included herein are furnished to provide the Consultant/Designer with assistance in the preparation of MBTA Construction Contract Specifications. These Specifications shall be prepared to conform to the "Standard Specifications Bidding and Contract Requirements and Division 1 - General Requirements", and their associated formats.**
- 4. The "Standard Specifications Bidding and Contract Requirements and Division 1 General Requirements" shall be used for all MBTA Construction Contract Specifications.**
- 5. Bid Form modifications shall be incorporated into the Bid Form as indicated herein. The intention is for retention of uniformity and consistency in all documents associated with MBTA Construction Contracts.**
- 6. Do not include General Notes, Symbols or Special Notes indicated herein in the final Contract Specifications.**
- 7. Where numbers, symbols, word phrases, clauses or sentences in these Guide Specifications are indicated, a choice or modification must be made; delete inapplicable portions(s) carefully. Where blank spaces occur in sentences insert the appropriate data. Where more than one paragraph has the same designator, delete the paragraph that is not applicable.**
- 8. Layout and Composition. Allow for a final vertical page trim size of 8 1/2 inches by 11 inches when the Specifications are reproduced. The page image shall be such that when the page is reproduced the following image area margins are maintained:**
  - a. Top .75 inches from top of running head to edge of paper.**
  - b. Bottom. End text 1.00 inch from bottom of page.**
  - c. Bottom .5 inch from bottom of footing or pagination to edge of page.**
  - d. Left and Right Margins .8 inch from text to edge of paper.**
- 9. Standard font size is TIMES NEW ROMAN (TT) 11 POINT.**



# **MASSACHUSETTS BAY TRANSPORTATION AUTHORITY**

This information should be placed on page, as close as possible, within the space indicated by the dotted line

**FTA GRANT NO. AND TITLE**

**CONTRACT SPECIFICATIONS**

**for**

**MBTA Contract No. xxxxxx**

**CONTRACT TITLE**

***(Month and Year of Advertisement)***

**DESIGNER'S NAME  
AND ADDRESS**

MASSACHUSETTS BAY TRANSPORTATION AUTHORITY

**MASSACHUSETTS DEPARTMENT OF TRANSPORTATION**

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Secretary and Chief Executive Officer

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**CHIEF ENGINEER**

Sam Zhou

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TO: ALL PROSPECTIVE BIDDERS

FROM: CONTRACT SERVICES  
MASSACHUSETTS BAY TRANSPORTATION AUTHORITY

NOTE WELL:

PLEASE BE ADVISED THAT AN INFORMATIONAL BID FORM IS INCLUDED IN THE FRONT SECTION OF THE CONTRACT SPECIFICATIONS AND MUST NOT BE USED FOR BIDDING PURPOSES. BIDDERS MUST SUBMIT ALL BIDS ELECTRONICALLY USING EXPEDITE SOFTWARE AVAILABLE AT [WWW.BIDX.COM](http://WWW.BIDX.COM).

Prior to submitting an electronic bid over the Internet, each bidder must have a Digital Identification (ID) issued by the Authority, on file with Info Tech, Inc., and enabled by Info Tech, Inc. Using this Digital ID shall constitute the Bidder's signature for proper execution of the Proposal

ALL BIDS MUST BE SUBMITTED ELECTRONICALLY AT [WWW.BIDX.COM](http://WWW.BIDX.COM)

Interested parties can subscribe to the ProjectBids on-line bidding exchange by following the instructions provided at [www.bidx.com](http://www.bidx.com) or by contacting:

Info Tech Inc.  
5700 SW 34th Street, Suite 1235  
Gainesville, FL 32608-5371  
email: [customer.support@bidx.com](mailto:customer.support@bidx.com)

# **MASSACHUSETTS BAY TRANSPORTATION AUTHORITY**

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## **GENERAL MANAGER AND CEO OF THE MBTA**

Phillip Eng

## **CHIEF ENGINEER**

Sam Zhou